

DRAFT NOTES OF COUNCIL MEETING

March 17, 2020

(Subject to Approval at the April 7, 2020 Council Meeting)

CALL TO ORDER

Roll Call

Attendance

Mayor Dennis Watz called the council meeting to order in the Council Room at City Hall, 210 West Washington, Sullivan, Missouri at 7:00 p.m. Roll call was taken and attending the meeting were Alderman Ward Three Bobby Maupin, Alderman Ward One Mark Dalton, Alderman Ward Two Jason Alexander, Alderman Ward One Tony Wessler, and Alderman Ward Two T.J. Carey. Alderman Ward Three Paul McCulloch was unable to attend. Also attending were City Administrator J.T. Hardy, City Attorney Justin Head, City Engineer Robert Schaffer, and City Clerk Jan Koch.

PLEDGE OF ALLEGIANCE

Pledge

At this time, the Pledge of Allegiance was recited by everyone present. The Pledge was followed by a moment of silence.

AGENDA APPROVAL

Agenda

Alderman Maupin made a motion to approve the agenda as presented. Alderman Wessler seconded the motion and it carried unanimously.

MINUTES APPROVED

Minutes

Notes from the council meeting held March 3, 2020 were presented. Alderman Alexander made a motion to approve the minutes as submitted. Alderman Dalton seconded the motion and it carried unanimously.

STANDING COMMITTEES

Planning & Zoning

P&Z Public
Hearing
Cancelled

A public hearing had been scheduled at 6:00 p.m. on Tuesday, March 24, 2020 at the P&Z meeting regarding proposed changes to the Comprehensive Plan involving the area south of I-44. Because of the recent COVID-19 pandemic, it was suggested that the hearing as well as the P&Z meeting be cancelled.

CITY ADMINISTRATOR

Electric Dept - Wood Pole Bids

Wood Pole
Bids

Bids were advertised and opened on March 10, 2020 for 25-foot & 35-foot Penta-treated Class-3 wooden poles. The bids were briefly summarized as follows:

<i>Name/Address</i>	<i>No. Poles/Load</i>	<i>No. Poles/Load</i>	<i>Price/Pole</i>	<i>Price/Pole</i>	<i>Total Price</i>	<i>Delivery</i>
Arkansas Electric Little Rock, AR	31	31	\$145.00	\$237.00	\$11,842.00	3-4 wks
Baldwin Pole Wiggins, MS	31	31	\$115.00	\$263.00	\$11,718.00	2 wks
Bridgewell Resources Dierks, AR	31	31	\$116.28	\$258.50	\$11,734.46	3 wks

Staff recommended accepting the lowest qualifying bid in the total amount of \$11,718.00. Alderman Maupin made a motion to approve staff’s recommendation. Alderman Carey seconded the motion and it carried unanimously.

WWT
Plant
Purchase
Probe &
Controller

Wastewater Treatment Plant - Probe & Controller Purchase

Water & Sewer Commissioner John Garner submitted a request to purchase a YSI suspended solids probe and 282 controller in the amount of \$11,463 pursuant to City Code 145.030(C)(8)(e). This section of City Code states that the bidding process may be waived for the purpose of purchasing goods and services in order to ensure compatibility with existing City equipment. Alderman Dalton made a motion to approve this purchase as outlined. Alderman Wessler seconded the motion and it carried unanimously.

SRO
Selected
Sutterfield

SRO Selection - Devon Sutterfield

Police Chief George R. Counts reported that on March 3, 2020 an oral board was conducted by representatives of the Sullivan School District for selection of the School Resource Officer at the high school facility. This is to replace Joseph Cochran who left employment on December 20, 2019. Chief Counts recommended that Patrolman Sutterfield be transferred to the SRO Division from the Patrol Division and the school interviewers agreed. Patrolman Sutterfield would receive training in April and again in June which is conducive to the new responsibilities. He would then begin new SRO duties in August 2020. The Board stated no objections.

COVID-19
Pandemic
Policy
Discussion

Pandemic Virus Preparedness Plan Policy

Based on recommendations of the President, the Governor, and the CDC, Administrator Hardy drafted a policy for Board review dealing with viral pandemic preparedness. This was discussed at length and the following is a brief synopsis of some highlights from that discussion:

Court: By order of Judge Leslie, all court cases are continued for the Sullivan Municipal Court. This includes court cases scheduled for Wednesday, April 8, 2020. New Municipal Court dates will be sent by mail. Fines, court costs, and fees may still be paid online at www.sullivan.mo.us or by contacting the Court Clerk at 573-468-5627.

Utility Billing: In an effort to ensure utility services to customers during this crisis, residential utility disconnections through May 25, 2020 will be suspended and reviewed again at the May 5, 2020 council meeting. During this period of time, no residential customer shall be disconnected from electric service for non-payment of utility bills, including all residential tenants of apartment buildings when electricity is used as the source of heating or cooling, or to operate the only heating or cooling equipment at the residence. Late & continuation/reconnection fees will still apply.

Alderman Alexander made a motion to approve the aforementioned paragraph with Alderman Wessler seconding it. The motion carried unanimously.

Corona
Virus
Pandemic
Policy
Adopted

Public Access:

The coronavirus (COVID-19) pandemic is ever changing. In an effort to limit the possible transmission of COVID-19, to keep city employees healthy, and to ensure that municipal operations can continue as normal as possible, everyone is being asked to limit their visits to City Hall or the Police Department if at all possible. As always, in the event of an emergency, please call 9-1-1 (non-emergency Police 573-468-8001). City Hall is available to help via phone (573-468-4612), website (www.sullivan.mo.us), or social media. There are two outside payment boxes available: 1) to the left of the front door of City Hall; and, 2) curbside on John Chiles Street at the rear of City Hall. Payments can also be made online at <https://www.municipalonlinepayments.com/sullivanmo>. The health and safety of the community and employees is the city's priority. The city plans on doing it's best to keep everyone up to date via our FaceBook page, city website, Twitter, NextDoor, and the local media.

Following this discussion, Alderman Dalton made a motion to approve the *Pandemic Virus Preparedness Plan Policy* as submitted. Alderman Maupin seconded the motion and it carried unanimously.

Area Activities & Temporary Closures

Administrator Hardy then reported on other happenings in the area:

Employee Interaction:

Employees are encouraged to practice social distancing and separation of key functions. Personal protective equipment has been implemented and put into place.

City Hall/Building/Engineering/Parks Offices:

All city offices & buildings will be continually assessed and may be closed due to staffing shortages or community quarantine.

Parks/Community Center/Gym/Pavilions, etc:

- 1) No new reservations/events at this time.
- 2) Cancel any scheduled event remaining until May 5th.
- 3) To suspend all other currently scheduled events for further review at the May 5th City Council meeting.
- 4) Do not officially open any park facilities until May 5th for further review.

Franklin County Commission Order

Franklin Co Order The Franklin County Commission adopted an order declaring a State of Emergency in the county outlining precautions for potential transmission of COVID-19. Amongst other things, it involves closing restaurants & bars to ingress and egress and encourage them to offer food & beverage service to the public using delivery service, window service, walk-up service, drive-up service as long as precautions are taken to mitigate the potential virus transmission.

Fidelity Hotspots *Fidelity Communications*

Fidelity Communications has set up a hotspot near their downtown facility. (Note: later on in the week, Fidelity also set up another wifi-hotspot in the Fairgrounds by the main stage.)

Library *Scenic Regional Library*

The Library has closed all of the locations.

MEAA *Mid-East Agency on Aging*

The MEAA has ceased their activities at the community center until further notice.

Election Postponed *Municipal Election*

The April 7, 2020 will more than likely be postponed. (Note: later on in the week, Missouri Governor Mike Parsons declared a state of emergency in response to COVID-19 and a request from Secretary of State Jay Ashcroft, which ordered all municipal elections scheduled for 4/7/20 be postponed until June 2, 2020.)

CITY ATTORNEY

Closed Session *Closed Session*

City Attorney Justin Head reported there was one matter concerning personnel for closed session.

FINANCE COMMITTEE

March 2020 Monthly Bills *March 2020*

Alderman Carey reported he reviewed the monthly bills for March 2020 and made a motion to approve payment in the amount of \$1,497,483.29. Alderman Maupin seconded the motion and it carried unanimously.

ALDERMEN INPUT

Trash & Debris Complaints *Trash & Debris*

Alderman Alexander reported he received a letter about trash. He also reported he contacted the high school FFA about horse excrement left on the sidewalks (as reported at the last council meeting). The manure has since been cleaned up somewhat but Alderman Alexander stated he also requested a long-term solution. Administrator Hardy reported he reached out to surrounding communities about this issue but was told they do not have this problem. The only thing they do require is that when a street parade is granted, they are to clean up excrement left behind.

MAYOR INPUT

School
Wrestling
Champs

State Wrestling Championship

Mayor Watz reported that staff and the school are working on a proclamation acknowledging the Sullivan Eagles for their first-ever state title in wrestling. However in light of the COVID-19 outbreak, the decision was made to postpone this until a later time.

Spring Cleanup

Spring
Cleanup

The week of April 20-24, 2020 has been scheduled as Spring Cleanup Week. The day of pick up will be on customers' normal trash day. (Visit the city's website at www.sullivan.mo.us or call Swinger Sanitation at 877-407-8261 with questions and/or for more information on restrictions, limits and maximums.)

CLOSED SESSION

Closed
Session

The time was approximately 8:25 p.m. and Alderman Carey made a motion to adjourn into closed session to discuss one matters concerning personnel. Alderman Dalton seconded the motion and it carried with a roll call vote as follows: Alderman Bobby Maupin, aye, Alderman Mark Dalton, aye; Alderman Jason Alexander, aye; Alderman Tony Wessler, aye; Alderman Paul McCulloch, (absent); and Alderman T.J. Carey, aye.



CLOSED RESULTS

Closed
Results

As a result of the closed meeting held March 17, 2020, one matter concerning personnel was discussed with the Board taking the following action:

Cyndee Tracy Hired - Police Dispatcher

Cyndee
Tracy Hired

A motion was made and duly seconded to hire Cyndee Tracy for the position of Police Dispatcher to replace Emily (Garcia) Lewis who is resigning on April 5, 2020. Ms. Tracy will begin employment on April 1, 2020 at a Grade 9(3) \$15.70 per hour contingent upon preemployment screening & paperwork. The motion carried with a roll call vote as follows: Alderman Bobby Maupin, aye, Alderman Mark Dalton, aye; Alderman T.J. Carey, aye; Alderman Jason Alexander, aye; Alderman Tony Wessler, aye; and Alderman Paul McCulloch, (absent).

RETURN TO OPEN

The Board reconvened into open session at approximately 8:35 p.m.



BUDGET REVIEW - FISCAL YEAR 2020

Budget
FY2020

Budget Status Report

City Administrator Hardy reported he has some notes regarding the city's budget but will review

the particulars with the Board at later time.

ADJOURN

Being no further business at this time, Alderman Maupin made a motion to adjourn. Alderman Alexander seconded the motion and it carried unanimously. The meeting adjourned at approximately 8:35 p.m.

DRAFT